

NALP Government Questionnaire

CONTACT INFORMATION

Hiring Attorney:

ADDRESS INQUIRIES TO:

Name:

Title:

Firm:

Address:

Telephone:

E-mail:

Website:

PRIMARY PRACTICE AREAS

Substantive Practice Areas	% of

Nature of Work

- ☐ Trial Work ☐ Legal Research ☐ Legislative Advocacy
☐ Case Referrals ☐ Appellate Work ☐ Public Outreach

Other:

DEMOGRAPHICS

Office Completing Form

Supervising attys.

Title/Level:

Senior Attys.

Title/Level:

Staff Attys.

Title/Level:

Total Attys.

Organizers/Lobbyists

Paralegals

Other Prof.

Support

Other Offices (City, State, No. of Lawyers)

Office size (attys.):
Total firm size (attys.):

Date completed:
NALP Member:
Collective form:

Telephone:

Fax:

	Superv. Attys	Staff Attys	Interns	Paralegals	Other Prof.	Support
Men						
Women						
Totals						
Black						
Hispanic						
Am.Ind./Alsk.						
As.&Pac.Isl.						
Multi-Racial						
Disabled						
Openly Gay						
	Superv. Attys	Staff Attys	Interns	Paralegals	Other Prof.	Support
Men						
Women						
Totals						
Black						
Hispanic						
Am.Ind./Alsk.						
As.&Pac.Isl.						
Multi-Racial						
Disabled						
Openly Gay						

EMPLOYMENT DATA

	No. Hired	Expected Hires	
Attorneys			
Experienced			
Entry-level			
Summer			
Post-3Ls			
2Ls			
1Ls			
Semester Interns			

No. entry level attys who were former interns:

No. 2Ls considered for attorney offers:

No. offers made:

Prefer significant prior experience in area?

For atty. hires, require: Bar admission?

Prior practice experience?

No. yrs.

U.S. citizenship required?

Hiring Criteria:

Split summers allowed?

1Ls considered for interns?

Other:

Avg. annual atty. hrs. worked

Usual scheduled working day

Firm:

EMPLOYMENT DATA cont'd

\$/week

Summer clerk

Grade/level:

New atty.

Grade/level:

What % of legal staff has been with the organization
for less than two years?
between 2-5 years?
between 6-10 years?
more than 10 years?

OTHER DATA

Work assignments: Departmentalized?

Rotation?

Notes:

Alternative Schedules

Part-time allowed? No. part-time attys.:

Part-time available to entry level? Flex-time allowed?

BENEFITS:

MINORITY RECRUITMENT EFFORTS:

Internships: No. available for summer:

No. available for semester credit:

Funding Sources:

APPLICATION PROCESS

Summer

Atty.

Date application first accepted

Deadline for applications

Avg. length of hiring process (mos.)

When after 12/1 should 1Ls apply?

CAMPUS INTERVIEWS

NON-DISCRIMINATION POLICY:

NARRATIVE: